



INSTRUCTIONS FOR SUBMITTING PUBLIC COMMENTS
FOR CITY COUNCIL MEETINGS HELD VIA TELECONFERENCE
Last Revised 3/30/2020

Pursuant to Executive Orders N-25-20 and N-29-20, Teleconference Restrictions of the Brown Act Have Been Suspended, as Well as the Requirement to Provide a Physical Location for Members of the Public to Participate in the Meeting.

Members of the public will not be able to participate directly through the teleconference platform but can watch or listen to the meeting as follows:

1. Cable T.V. Broadcast on KCRT Channel 28 or AT&T Uverse Channel 99
2. Radio Broadcast on FM 88.1 Or 97.7
3. Livestream Online at www.el-cerrito.org/CouncilMeetingMaterials

Public comments may be submitted one of two ways:

1. Via email to cityclerk@ci.el-cerrito.ca.us. Email must contain in the subject line **public comments – not on the agenda or public comments – agenda item #**.
2. Via voicemail at (510) 306-2558. The caller must start the message by stating **public comments – not on the agenda or public comments – agenda item #** followed by their name and place of residence, followed by their comments.

The city cannot guarantee that its network and/or the site will be uninterrupted. To ensure that the city council receives your comments prior to taking action, **you are strongly encouraged to submit your comments in writing in advance of the meeting.**

Comments received up until **12:00 p.m. the day of the meeting** will be provided in advance to the City Council, including transcribed voicemails, and posted online with meeting materials.

Comments received **during the meeting and up until the public comment period on the relevant agenda item is closed**, will be read into the record and will be limited to a maximum of 3 minutes. Comments that do not conform to the city council's rules of decorum may be summarized rather than read verbatim. As allowed by the Brown Act, the Mayor may limit the total time for public comment to facilitate the completion of business on the agenda.

All comments received by the close of the public comment period will be available after the meeting as supplemental materials and will become part of the official meeting record.

Please note that all information provided in public comments including phone number called with, email addresses and any other personal information written or stated is subject to disclosure on the broadcast of the teleconferenced meeting. Comments posted online will not include personal information.